

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0562***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: CODES COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform skilled work functions associated with review of construction drawings and site plans for new buildings and remodeling projects to ensure compliance with applicable codes.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Reviews blueprints, construction drawings, and site plans for new buildings and remodeling projects for conformance with applicable codes, established specifications, and approved construction plans.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Provides information and technical assistance concerning code requirements; discusses problem areas with architects, design engineers, contractors, and developers; recommends solutions to problems; responds to questions or complaints concerning code violations.

Reviews commercial, residential, and subdivision construction plans for compliance with zoning, life safety, and building codes.

Reviews need for fire protection on various projects with fire department.

Ensures building plans are reviewed/approved by other departments as appropriate; monitors progress of plans under review by other departments.

Conducts site visits as needed to obtain information on projects to ensure compliance with code; observes surrounding areas of variance application sites.

Determines acceptable zoning uses within city codes; reviews, verifies, and ascertains ordinances relating to building and zoning.

Approves building permits for commercial/residential projects.

Acts as an advisor to Variance Board; listens to applicants' requests for variances and special permits at meetings; provides information on special permits and interpretations of zoning regulations.

Attends Variance Board meetings and other meetings as needed.

Performs research functions as needed.

Maintains zoning maps and makes zoning changes to maps; maintains floodway and firm maps.

Maintains logs and records of code review activities.

Maintains file system of departmental records; ensures plans are filed/archived following review; ensures plans are delivered to microfilming department.

Prepares or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, city council reports, meeting minutes, architectural drawings, construction plans, fire district maps, zoning maps, tax maps, manuals, code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, e-mail, or other software programs.

Utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, architects, engineers, developers, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Operates and maintains a motor vehicle used to conduct work activities.

Reviews building permits for residential renovations and additions.

Delivers documentation to other agencies for review.

Copies and distributes forms, reports, correspondence, and other related materials.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Associate's degree with course work emphasis in Civil Engineering or Building Construction; supplemented by one (1) to two (2) years previous experience and/or training involving building construction, architecture, civil engineering, or building code enforcement, to include interpretation of blueprints and building codes; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Building Inspector Certification. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, temperature extremes, machinery, traffic hazards, toxic agents, violence, or disease.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.